



Modesto Junior College
Distance Education Advisory Council
Meeting Minutes
November 4, 2013

Present: Cheryl Chavez, Brian Demoss, Carol Ellis, Kim Gyuran, Letitia Miller, Shirley Miranda, Eva Mo, Martha Robles, Joshua Sigman, Mary Silva, Michael Smedshammer
Guests: None
Absent: Jenni Abbott, Iris Carroll, Margo Guzman, Cece Hudelson-Putnam, Susan Kincade, Linda Kropp, Brenda Thames
Recorder: Amy Bethel

STANDING ITEMS

1. **Welcome New Members Cece Hudelson-Putnam (Dean, BBSS) and Letitia Miller (Part-Time Faculty, Curriculum Representative)**
Mike welcomed Letitia and stated that Cece will also be joining the committee.

2. **Review of Minutes of Previous Meeting**
<https://www.dropbox.com/s/9ggli8te0ov23xm/Unapproved%20DEC%20Minutes%2C%2010-7-13.docx>
By way of thumbs up approval, the minutes of the 10/7/13 meeting were approved with noted corrections.

3. **Reports on Action Items from Previous Meeting**
 - a. **Get approval from CSEA to make Joshua CSEA rep (Mike)**
 - b. **Change meeting times through fall semester (Amy)**
Mike reported that CSEA approved the appointment of Joshua as a CSEA rep on the committee. He also noted that Amy had changed the fall meeting schedule as was agreed at the 10/7/2013 meeting.

AREA I: Student Support

4. **Online Student Services Update**
 - a. **Website and Portal, Electronic Forms, Video conference tutoring and counseling (Martha and Joshua)**
Joshua Sigman reported that the newly updated website is set to launch January 27. Page templates are being developed and as soon as they are finalized, he will share them with the DE Committee.

Shirley reported that her information was shared with the Joinme people for online counseling. Martha reported that they have scheduled time in their SARS

calendars to meet with online students using Joinme, and their webpage has been updated to direct students to the online counseling.

Brian reported that he is currently looking at vendors to help develop e-forms. Brian is the chair, Joshua Sigman, Martha Robles, Shawna Dean, Margo Guzman and others are on the committee. Martha asked if there is a timeline and there is not yet. There was discussion as to how long the process has taken and Brian assured the group that he is carefully reviewing potential vendors to ensure that the best choice is made. It has been in the works for a long time, but progress has been slowed by changes in administrators and responsibilities. The project has been assigned to Brian; and with the appointment of a permanent Vice Chancellor of IT, it is expected that good progress will now be made. However, it is uncertain what will happen in IT in light of the unexpected prolonged absence of one of the IT managers.

5. Updating the Start Here Module (Mike)

Mike reported that the current Start Here module needs to be made better, stronger and faster. A subcommittee was formed to review and update the Start Here Module. Mike, Kim, Letitia and Eva will make up the sub-committee.

Action Item:

Who: Mike

What: Call a meeting of the Start Here Module subcommittee.

6. Creating a Student Online Diagnostic (Mike and Cheryl)

The Online Student Diagnostic is part of the Start Here Module. One of the assignments Mike has given to his online faculty students was to do internet research to locate and evaluate Student Online Diagnostics. The past cohorts have done so and Cheryl Chavez was given the task of evaluating the diagnostic tools that the faculty discovered. The Student Online Diagnostic would be used by students to determine whether or not they are likely to be successful in online courses.

Mike, Shirley, Martha and Joshua agreed to serve on a subcommittee charged with reviewing Cheryl's list of Online Student Diagnostics and create a list of best practices. There was discussion as to the most effective ways to reach the students to give them a good idea of what to expect in an online course. Kim expressed concern that whatever we create be of benefit to the students.

Action Item:

Who: Mike

What: Call a meeting of the Student Online Diagnostic subcommittee.

AREA II: Faculty Support

7. Camtasia and Voicethread

Camtasia and a 20 site license for Voicethread have been ordered. A method for determining distribution of those licenses will be created. Screen Cast-o-Matic is free software that most online faculty will be using. Camtasia is video editing software for creating videos for online teaching. Kim asked about Adobe Premiere Elements, a video editing software. She has used it and thinks it is easier to use than Camtasia. Mike will look into it.

Action Item:

Who: Mike

What: Look into Adobe Premiere Elements

8. Online Evaluation Training

Mike reported that the deans will be trained on how to navigate and effectively evaluate online faculty classes. He will take them on a tour of some of the online classes. Mike stated that he has also shared the YFA contract language with the deans.

9. Spring and Summer

Mike currently has 18 faculty currently enrolled in the advanced Blackboard training cohort. He believes that once the deans have learned a bit more about online teaching, they can help identify faculty who would be effective additions to the online teaching ranks.

Action Item:

Who: Mike

What: Notify deans about spring online cohort applications

AREA III: Technology and Infrastructure

10. Updates

Mike reported that we will be archiving old courses and they will be deleted. This will occur on December 17. Right now, YCCD is using triple its contract space and so needs to delete old courses after archiving them. Eventually, the goal is that each course, online or not, should be given a shell. This becomes more important as students are beginning to request that important information be included.

The Blackboard rubric is still broken. It is due to be fixed by mid-November.

Labaron Woodyard put out an announcement that over the summer through CVC (California Virtual Campus) that a student could take a course from any college in California and it would count toward their degree. It is hoped that all online courses in the state will eventually have a common LMS.

AREA IV: Governance, Guidelines and Budget

11. College Council (Iris and Mike)

Susan and Iris are in negotiations this afternoon discussing the DE rubric. This would be part of the College Council report. Eva added that Senate needed to look at the document a second time, then it will go back to College Council

12. Grant Update (Jenni)

Jenni was unable to attend the meeting. No report.

13. Dropping Online Students (Financial Aid Fraud)

Mike explained that there is a problem with students enrolling in classes, collecting Financial Aid and not attending. He noted that online students are to be dropped if they are showing no signs of participating. Eva suggested that a policy be developed and shared widely with the students. There was discussion of what to do with students who drop and their grades disappear. Mike asked that all faculty post their grades in Blackboard. If needed, Moises can be asked to restore grades.

14. Proposed YFA Contract DE Article – Susan and Iris

Susan and Iris are both currently in negotiations where this item is being discussed.

15. SARA – State Authorization Reciprocity Agreement

This is in reference to having agreements with out-of-state schools where students may be taking online courses. States need to get approval from other states to educate students living in other states.

Action Item:

Who: Mike

What: Investigate how many MJC students live in other states.

Eva asked is anything needed to be done for hybrid courses. She heard that there was a rumor that changes would be coming. There is some discrepancy as to what constitutes a hybrid course. Mike will investigate the exact definition of hybrid.

Action Item:

Who: Mike

What: Look into hybrid definitions and possibilities.

16. New California DE Report, August 2013

Mike reviewed the CCCC web page showing the new California Distance Ed Report.
<http://extranet.cccco.edu/Divisions/AcademicAffairs/InstructionalProgramsandServicesUnit/DistanceEducation.aspx>

Action Item:

Who: Mike

What: Report highlights of the new DE Report.

17. Items for the next agenda

Mike reminded committee members that they can forward agenda items to him anytime. He will add Definition of Hybrid Courses to next month's agenda.

Next Meeting: December 2, 2013, 2:30 – 4:30 p.m., MM Conference Room A